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## County of Los Angeles COMMUNITY AND SENIOR SERVICES

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*Enriching Lives Through Effective And Caring Service*



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Cynthia D. Banks  
Director  
Otto Solórzano  
Chief Deputy

October 07, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

21 October 7, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

### **REQUEST AUTHORITY TO COMMUNITY AND SENIOR SERVICES (CSS) TO ALLOCATE ADDITIONAL WORKFORCE INVESTMENT ACT (WIA) FUNDS TO SOUTH BAY WORKFORCE INVESTMENT BOARD, INC. (SBWIB) TO PROVIDE THE INTRASTATE TRAINING RESOURCE AND INFORMATION NETWORK (I-TRAIN)**

**(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

### **SUBJECT**

Community and Senior Services (CSS) seeks delegated authority to: 1) allocate additional Workforce Investment Act (WIA) funding to South Bay Workforce Investment Board, Inc. (SBWIB) to continue Intrastate Training Resource and Information Network (I-TRAIN) services.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of CSS, or designee, via an amendment to the current I-TRAIN contract, to increase the amount from \$75,000 to \$90,000, for the current year and all additional option years at the same amount, upon availability of funds, for the continued oversight of the I-TRAIN database system, based on contractor performance and availability of funding; and to increase or decrease up to 10% of the total contract amount for contractor including any extensions, based on contractor performance and availability of funding, provided that: a) approvals of County Counsel and b) the Chief Executive Office (CEO) are obtained prior to any such amendment; and the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the CEO within 30 days after execution that such amendments have been executed.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On April 19, 2011, the Board approved authority for CSS to execute the I-TRAIN contract for three years with two 12-month options to extend. At that time, it was anticipated that the State would complete their procurement of a new system that would replace I-TRAIN before CSS would need to exercise their option to extend this contract. Funding was requested for the three-year contract but not the option years. The State has not fully implemented their new system so at this time, CSS is exercising its option to extend and is requesting authority to allocate additional funds for the extension of the I-TRAIN contract.

Training is a key priority of the Workforce Innovation and Opportunity Act (WIOA) of 2014, which was recently signed by the President. Both at the Federal and State level there is a priority for training in high growth industries that have a direct link to the demands of employers and provides WIA participants with industry recognized credentials. SBWIB will continue its oversight of the I-TRAIN database system. The I-TRAIN database is an online resource directory of classroom training providers enabling WIA participants and other jobseekers to search the list of training providers by provider, training category, location, or other pertinent information about the training.

Your Board's approval of this recommended action will allow for the continuation of I-TRAIN services into Fiscal Years (FYs) 2014 -2016.

### **Performance Measures**

The Program's success will be measured based on the indicators established by WIA. The performance outcome to be tracked and measured is the certification of training vendors.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goals 1: Operational Effectiveness and Goal 2: Fiscal Sustainability.

## **FISCAL IMPACT/FINANCING**

The annual maximum contract sum of \$90,000 for each optional extension exercised will be allocated to SBWIB for the continued management of the I-TRAIN database.

There is no impact on the County general fund as the WIA Program is fully financed by WIA Title I Adult and Dislocated Worker funding. Funding for this Program has been included in the Department's FY 2014-15 Adopted Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

I-TRAIN has been in existence since 1995 and managed by SBWIB since its inception. It is an online resource directory of training providers authorized to accept WIA funds as tuition and enables participants and other jobseekers to search by training providers, training category, location or other pertinent information about the training. I TRAIN delivers a common, accurate, and reliable source for locating qualified training vendors by eliminating the duplication of procurement, monitoring, and evaluation of training providers, thus, saving the County's money and resources to individually certify and monitor these training vendors.

The I-TRAIN database is required by Section 122 of the WIA Federal Regulations, which require

Local Workforce Investment Areas to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers for inclusion in the State's Eligible Training Provider List (ETPL). I-TRAIN is a system for capturing and implementing the regional approach to procurement of WIA training vendors.

### **CONTRACTING PROCESS**

On April 19, 2011, the Board approved the recommendation to enter into a contract with SBWIB. The initial three (3)-year contract term was from July 1, 2011 through June 30, 2014. On May 28, 2014 CSS exercised the first optional 12-month extension for the period of July 1, 2014 through June 30, 2015. CSS has not requested additional funding to cover any term extensions because it was anticipated that the State would implement a new replacement system; however, that system is still being tested and has not been fully implemented, therefore, the I-TRAIN database system is still required for individual training accounts.

#### Monitoring

CSS contracts with the Department of the Auditor-Controller to conduct fiscal and contract compliance monitoring of all of its WIA contractors. CSS' resolution process ensures that the reported monitoring findings are resolved.

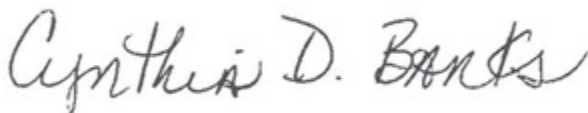
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended actions will allow for the continued provision of I-TRAIN services in FYs 2014 and 2015, providing individual referrals to classroom training in support of the State-required ETPL.

### **CONCLUSION**

If you have any questions, Robert Brieff may be contacted by telephone: (213) 738-2358 or via E-mail: rbrieff@css.lacounty.gov.

Respectfully submitted,



CYNTHIA D. BANKS

Director

CDB:cd:rb

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors